

April 13, 2005

WEST VIRGINIA BULLETIN NO: WV360-5-22

SUBJECT: PER-Volunteer Services-Earth Team

Purpose: To explain West Virginia Earth Team Policy.

Expiration Date: September 30, 2005

The General Manual ([Title 360 – Human Resources, Part 428 – National NRCS Volunteer Services – Earth Team Amend. 103, June 2003](#)) discusses Volunteer Services and the Earth Team.

The following are West Virginia clarifications of the General Manual:

SUBPART A – AUTHORIZATION

428.2 Authorization to Travel and Operate Government Vehicles

(1) The volunteer has written authorization using [WV-360-8- Earth Team Volunteers Authorization to Travel & Operate a Government Vehicle](#)

SUBPART B - PROGRAM RESPONSIBILITIES

428.12 State Volunteer Coordinators

Each State Conservationist will select a volunteer coordinator, who will serve for a minimum of 3 years. *WV Bulletin relating to Committee Assignments is updated on an annual basis to reflect committee members and term.*

SUBPART E - DOCUMENTATION AND FORMS

428.40 Volunteer Case File

A. A [case file](#) is established for each volunteer. The case file is maintained at the appropriate administrative level as determined by each State. *In West Virginia, this will be the office where the volunteer's supervisor works.*

The General Manual requires Form [NRCS-PER-001](#), Individual Volunteer Application or Form [NRCS-PER-003](#), Agreement for Sponsored Voluntary Services – Group Form; and the Volunteer position description. The following optional materials may also be included in the case file: time sheets; [NRCS-PER-002](#) form, volunteer interest and placement summary; awards documentation; summary of accomplishments; and records of any disciplinary action taken.

Monthly time sheets no longer need to be sent to the State Office. Instead, as noted in the general manual, mid year and annual reports will be submitted to the state volunteer coordinator (currently Carol Lagodich carol.lagodich@wv.usda.gov). The total number of volunteers, total hours donated, and the dollar amount invested in Earth Team activities (travel, awards, etc.) are needed for each report. In addition, the year end report includes demographic information. The demographic information should be collected by volunteer supervisors and submitted to the State volunteer coordinator. Data should be collected by means of a visual inspection and will not be attached, or in any way linked, to any name or volunteer record.

If you have any questions or need additional information, please contact Carol Lagodich, Public Affairs/Marketing Specialist, at (304) 284-4826.

/s/ William P. O'Donnell, Acting for

RONALD L. HILLIARD
Acting State Conservationist

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